Office of Personnel

STAFF PAPER

USING MODE FOR MANAGEMENT

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U. S. DEPARTMENT OF AGRICULTURE

FOREWORD

Ten, nine, eight, seven, six--that means just one thing, COUNTDOWN on ADAM and PADA has begun--MODE will soon be in full scale operation in the Department. With this prospect becoming more real everyday, I feel there is a definite need for us as personnel officers and technicians to not only familiarize ourselves, but to become acutely aware of the capacity and potential offered by MODE. The usefulness of MODE will be reflected in many ways and we can begin now to capitalize and benefit through its applications in both our daily planning work and in our overall efforts directed toward effective management practices.

The Tables provided in this paper have been designed to not only make you knowledgeable about some of the basic types of information available from MODE. They have also been designed to stimulate your thinking in connection with planning present and future data needs. It can be readily seen that the possibilities of effective combinations and arrangements of data are virtually infinite. We must all learn to use MODE with design and purpose, not just for mass accumulation of meaningless data.

I am sure the material provided herein will give you a solid base from which you can begin to build toward full utilization of MODE.

Carl B Barnes

GENERAL EXPLANATORY STATEMENT

The following Tables are designed to show the various items of information contained in the MODE payroll master tape which can be extracted, singly or in any combination desired, for specific reports, studies, or analyses.

The major items in the payroll master are divided into four general groups:

GENERAL DATA - employee information generally of a personal nature

SALARY DATA - items concerned with pay or having an effect on pay

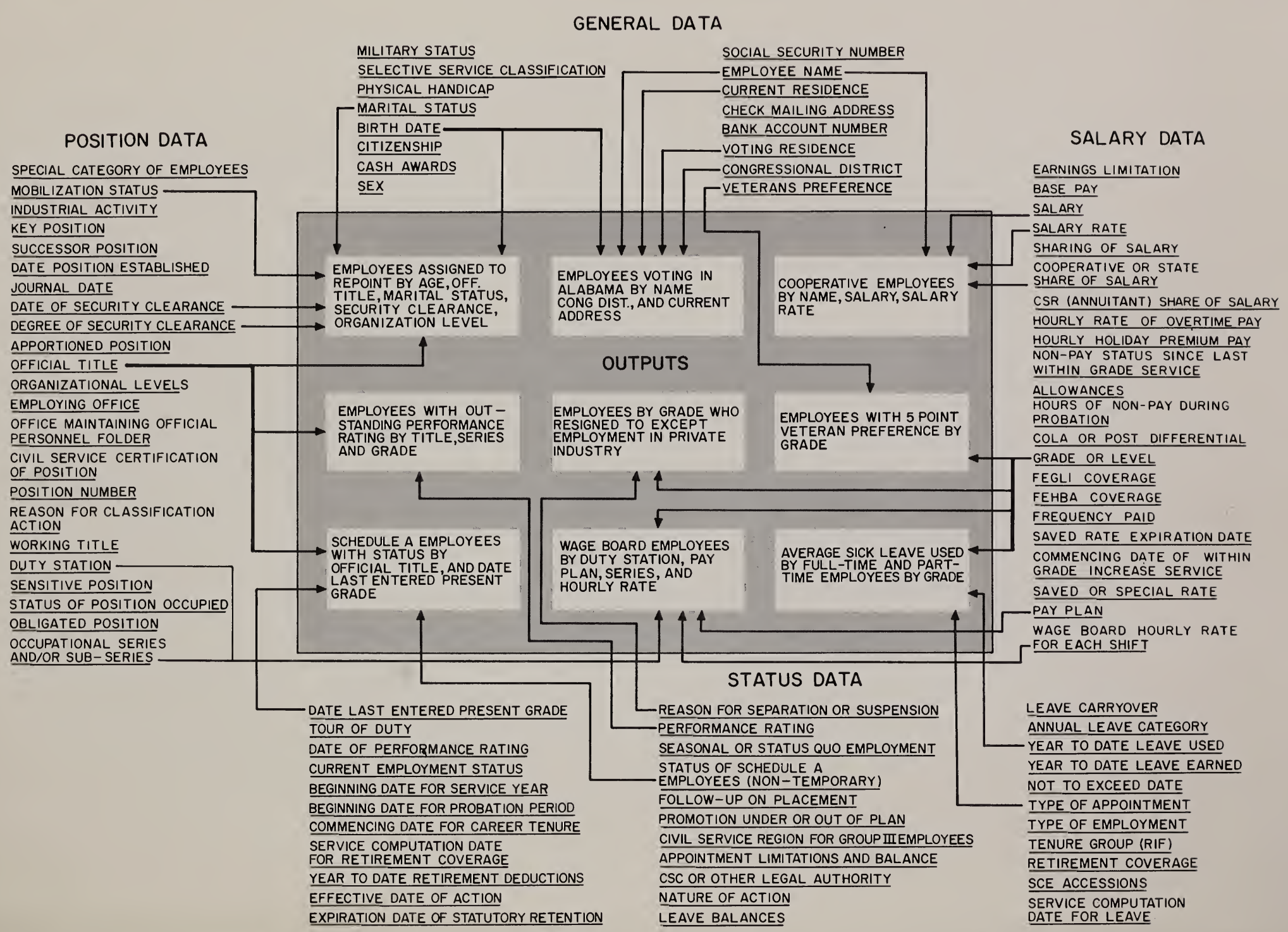
STATUS DATA - information relating to the employee's employment status

POSITION DATA - data pertinent to the position occupied by the employee

These items appear on the four sides of the Table and read clockwise in the order listed above.

The center block placed within these four groups represents the output, or end product desired from the payroll master. The arrows leading from the subject items in the margins indicate those which would be used to produce the output.

The pages immediately following the Tables list the categories included under each of the major items within the four groupings and they are listed in the same order as on the Tables. This further breakdown provides detailed information concerning the exact input information supplied for the payroll master tape. It will serve as ready reference in planning specific data needs.


GENERAL DATA
MILITARY STATUS
SELECTIVE SERVICE CLASSIFICATION
PHYSICAL HANDICAP
MARITAL STATUS
BIRTH DATE
CITIZENSHIP
CASH AWARDS
SEX
SOCIAL SECURITY NUMBER
EMPLOYEE NAME
CURRENT RESIDENCE
CHECK MAILING ADDRESS
BANK ACCOUNT NUMBER
VOTING RESIDENCE
CONGRESSIONAL DISTRICT
VETERANS PREFERENCE
POSITION DATA
SPECIAL CATEGORY OF EMPLOYEES
MOBILIZATION STATUS
INDUSTRIAL ACTIVITY
KEY POSITION
SUCCESSOR POSITION
DATE POSITION ESTABLISHED
JOURNAL DATE
DATE OF SECURITY CLEARANCE
DEGREE OF SECURITY CLEARANCE
APPORTIONED POSITION
OFFICIAL TITLE
ORGANIZATIONAL LEVELS
EMPLOYING OFFICE
OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER
CIVIL SERVICE CERTIFICATION OF POSITION
POSITION NUMBER
REASON FOR CLASSIFICATION ACTION
WORKING TITLE
DUTY STATION
SENSITIVE POSITION
STATUS OF POSITION OCCUPIED
OBLIGATED POSITION
OCCUPATIONAL SERIES AND/OR SUB-SERIES
SALARY DATA
EARNINGS LIMITATION
BASE PAY
SALARY
SALARY RATE
SHARING OF SALARY
COOPERATIVE OR STATE SHARE OF SALARY
CSR (ANNUITANT) SHARE OF SALARY
HOURLY RATE OF OVERTIME PAY
HOURLY HOLIDAY PREMIUM PAY
NON-PAY STATUS SINCE LAST WITHIN GRADE SERVICE
ALLOWANCES
HOURS OF NON-PAY DURING PROBATION
COLA OR POST DIFFERENTIAL
GRADE OR LEVEL
FEGLI COVERAGE
FEHBA COVERAGE
FREQUENCY PAID
SAVED RATE EXPIRATION DATE
COMMENCING DATE OF WITHIN GRADE INCREASE SERVICE
SAVED OR SPECIAL RATE
PAY PLAN
WAGE BOARD HOURLY RATE FOR EACH SHIFT
EMPLOYEES ASSIGNED TO REPOINT BY AGE, OFF. TITLE, MARITAL STATUS, SECURITY CLEARANCE, ORGANIZATION LEVEL
EMPLOYEES VOTING IN ALABAMA BY NAME CONG DIST., AND CURRENT ADDRESS
COOPERATIVE EMPLOYEES BY NAME, SALARY, SALARY RATE
OUTPUTS
EMPLOYEES WITH OUT-STANDING PERFORMANCE RATING BY TITLE, SERIES AND GRADE
EMPLOYEES BY GRADE WHO RESIGNED TO EXCEPT EMPLOYMENT IN PRIVATE INDUSTRY
EMPLOYEES WITH 5 POINT VETERAN PREFERENCE BY GRADE
SCHEDULE A EMPLOYEES WITH STATUS BY OFFICIAL TITLE, AND DATE LAST ENTERED PRESENT GRADE
WAGE BOARD EMPLOYEES BY DUTY STATION, PAY PLAN, SERIES, AND HOURLY RATE
AVERAGE SICK LEAVE USED BY FULL-TIME AND PART-TIME EMPLOYEES BY GRADE
STATUS DATA
DATE LAST ENTERED PRESENT GRADE
TOUR OF DUTY
DATE OF PERFORMANCE RATING
CURRENT EMPLOYMENT STATUS
BEGINNING DATE FOR SERVICE YEAR
BEGINNING DATE FOR PROBATION PERIOD
COMMENCING DATE FOR CAREER TENURE
SERVICE COMPUTATION DATE FOR RETIREMENT COVERAGE
YEAR TO DATE RETIREMENT DEDUCTIONS
EFFECTIVE DATE OF ACTION
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REASON FOR SEPARATION OR SUSPENSION
PERFORMANCE RATING
SEASONAL OR STATUS QUO EMPLOYMENT
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CIVIL SERVICE REGION FOR GROUP III EMPLOYEES
APPOINTMENT LIMITATIONS AND BALANCE
CSC OR OTHER LEGAL AUTHORITY
NATURE OF ACTION
LEAVE BALANCES
LEAVE CARRYOVER
ANNUAL LEAVE CATEGORY
YEAR TO DATE LEAVE USED
YEAR TO DATE LEAVE EARNED
NOT TO EXCEED DATE
TYPE OF APPOINTMENT
TYPE OF EMPLOYMENT
TENURE GROUP (RIF)
RETIREMENT COVERAGE
SCE ACCESSIONS
SERVICE COMPUTATION DATE FOR LEAVE

TABLE I

This Table shows the responsiveness of MODE to satisfy reports needs in a variety of areas. In the output center, there are nine examples of different outputs which can be readily obtained. The lines leading into each of the output blocks show the feed-in items which comprise the particular report.

Let's look at the middle output block of the bottom line--

WAGE BOARD EMPLOYEES

BY DUTY STATION,

PAY PLAN, SERIES,

AND HOURLY RATE

NOTE the arrows feeding into this output and follow them back to the source data. The first arrow at the top of this output block leads back to the grade or level item under SALARY DATA.

The three arrows at the bottom of the block lead back to PAY PLAN, WAGE BOARD HOURLY RATE FOR EACH SHIFT, OCCUPATIONAL SERIES AND DUTY STATION.

WHAT WOULD

BE THE VALUE OF

SUCH A REPORT???

....It is readily evident that this array of data would reflect any disparities within the Department with respect to wage rates paid for the same work in the same local area.

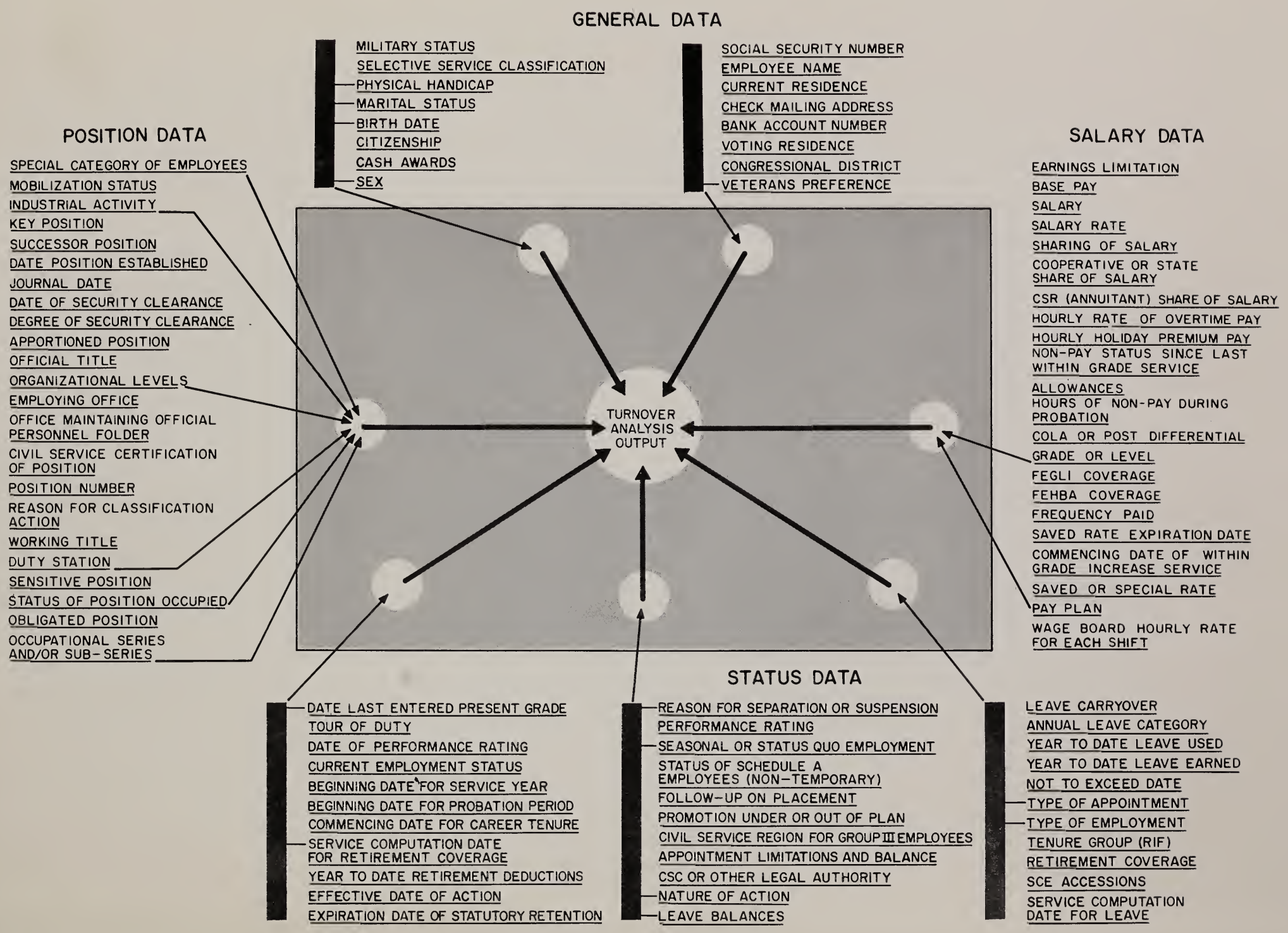
WHAT WOULD

IT REVEAL,

IF ANYTHING???

....It could reveal geographical areas where sufficient numbers are concentrated to merit consideration of the effectiveness of Departmental policy, the possibility of additional interagency wage boards, the advisability of conducting coordinated wage surveys, etc.

The myriad of potential brain teasers which can issue from such a report properly derived and organized is used to emphasize, to impress indelibly, that through MODE we have in our grasp the means for validated approaches to management decision making.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PHYSICAL HANDICAP
MARITAL STATUS
BIRTH DATE
CITIZENSHIP
CASH AWARDS
SEX
SOCIAL SECURITY NUMBER
EMPLOYEE NAME
CURRENT RESIDENCE
CHECK MAILING ADDRESS
BANK ACCOUNT NUMBER
VOTING RESIDENCE
CONGRESSIONAL DISTRICT
VETERANS PREFERENCE
POSITION DATA
SPECIAL CATEGORY OF EMPLOYEES
MOBILIZATION STATUS
INDUSTRIAL ACTIVITY
KEY POSITION
SUCCESSOR POSITION
DATE POSITION ESTABLISHED
JOURNAL DATE
DATE OF SECURITY CLEARANCE
DEGREE OF SECURITY CLEARANCE
APPORTIONED POSITION
OFFICIAL TITLE
ORGANIZATIONAL LEVELS
EMPLOYING OFFICE
OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER
CIVIL SERVICE CERTIFICATION OF POSITION
POSITION NUMBER
REASON FOR CLASSIFICATION ACTION
WORKING TITLE
DUTY STATION
SENSITIVE POSITION
STATUS OF POSITION OCCUPIED
OBLIGATED POSITION
OCCUPATIONAL SERIES AND/OR SUB-SERIES
TURNOVER ANALYSIS OUTPUT
SALARY DATA
EARNINGS LIMITATION
BASE PAY
SALARY
SALARY RATE
SHARING OF SALARY
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CSR (ANNUITANT) SHARE OF SALARY
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ALLOWANCES
HOURS OF NON-PAY DURING PROBATION
COLA OR POST DIFFERENTIAL
GRADE OR LEVEL
FEGLI COVERAGE
FEHBA COVERAGE
FREQUENCY PAID
SAVED RATE EXPIRATION DATE
COMMENCING DATE OF WITHIN GRADE INCREASE SERVICE
SAVED OR SPECIAL RATE
PAY PLAN
WAGE BOARD HOURLY RATE FOR EACH SHIFT
STATUS DATA
DATE LAST ENTERED PRESENT GRADE
TOUR OF DUTY
DATE OF PERFORMANCE RATING
CURRENT EMPLOYMENT STATUS
BEGINNING DATE FOR SERVICE YEAR
BEGINNING DATE FOR PROBATION PERIOD
COMMENCING DATE FOR CAREER TENURE
SERVICE COMPUTATION DATE FOR RETIREMENT COVERAGE
YEAR TO DATE RETIREMENT DEDUCTIONS
EFFECTIVE DATE OF ACTION
EXPIRATION DATE OF STATUTORY RETENTION
REASON FOR SEPARATION OR SUSPENSION
PERFORMANCE RATING
SEASONAL OR STATUS QUO EMPLOYMENT
STATUS OF SCHEDULE A EMPLOYEES (NON-TEMPORARY)
FOLLOW-UP ON PLACEMENT
PROMOTION UNDER OR OUT OF PLAN
CIVIL SERVICE REGION FOR GROUP III EMPLOYEES
APPOINTMENT LIMITATIONS AND BALANCE
CSC OR OTHER LEGAL AUTHORITY
NATURE OF ACTION
LEAVE BALANCES
LEAVE CARRYOVER
ANNUAL LEAVE CATEGORY
YEAR TO DATE LEAVE USED
YEAR TO DATE LEAVE EARNED
NOT TO EXCEED DATE
TYPE OF APPOINTMENT
TYPE OF EMPLOYMENT
TENURE GROUP (RIF)
RETIREMENT COVERAGE
SCE ACCESSIONS
SERVICE COMPUTATION DATE FOR LEAVE

TABLE II

This Table presents one overall subject area output and indicates, by means of arrows leading from the items contained in all four major groups, the immense variety of data which may be relevant in just one area such as EMPLOYEE TURNOVER.

(NOTE: The Table as depicted, reflects numerous arrows feeding into small white circles placed in the center block, either directly from specific items within the major groups or from black bars, and in turn, feeding into a larger white circle entitled TURNOVER ANALYSIS OUTPUT. This arrangement of arrows and circles has no operational significance--it was prepared in this fashion for visual presentation purposes merely to avoid confusion.)

....EXPLORE THE POSSIBILITIES offered in this area by examining the Table and following the feed-in arrows to the different items.

....We hope that you can immediately envision any number of important and worthwhile studies which could be developed from these collective data, all of which would have application and meaning to your work.

COMPUTE INDICATIVE RATIOS FOR MANPOWER STAFFING DECISIONS

....In today's world of automation, full utilization of manpower has become increasingly important. The availability of particular data such as reflected in this Table, will enable us, for example to:

DETERMINE LONG RANGE REQUIREMENTS IN CERTAIN OCCUPATIONS

ANALYZE MANPOWER LOSSES BY SPECIFIC REASONS....thereby learning about areas which need corrective action such as supervisory inadequacies, pay problems, need for training, etc.

AN ANALYSIS OF EMPLOYEE MOVEMENTS FROM POSITIONS BY GRADES FOR AN INDICATION OF CAREER PATTERNS

Heretofore, such studies as these have been possible, of course, but time, workload, and money involved have usually proven prohibitive. MODE HAS NOW PROVIDED US WITH THE WAYS AND MEANS.

The above are only a few examples of the potentialities offered in this one area, EMPLOYEE TURNOVER. Your specific needs will determine the output, but your thinking, as you can see, can be geared almost to the ultimate.

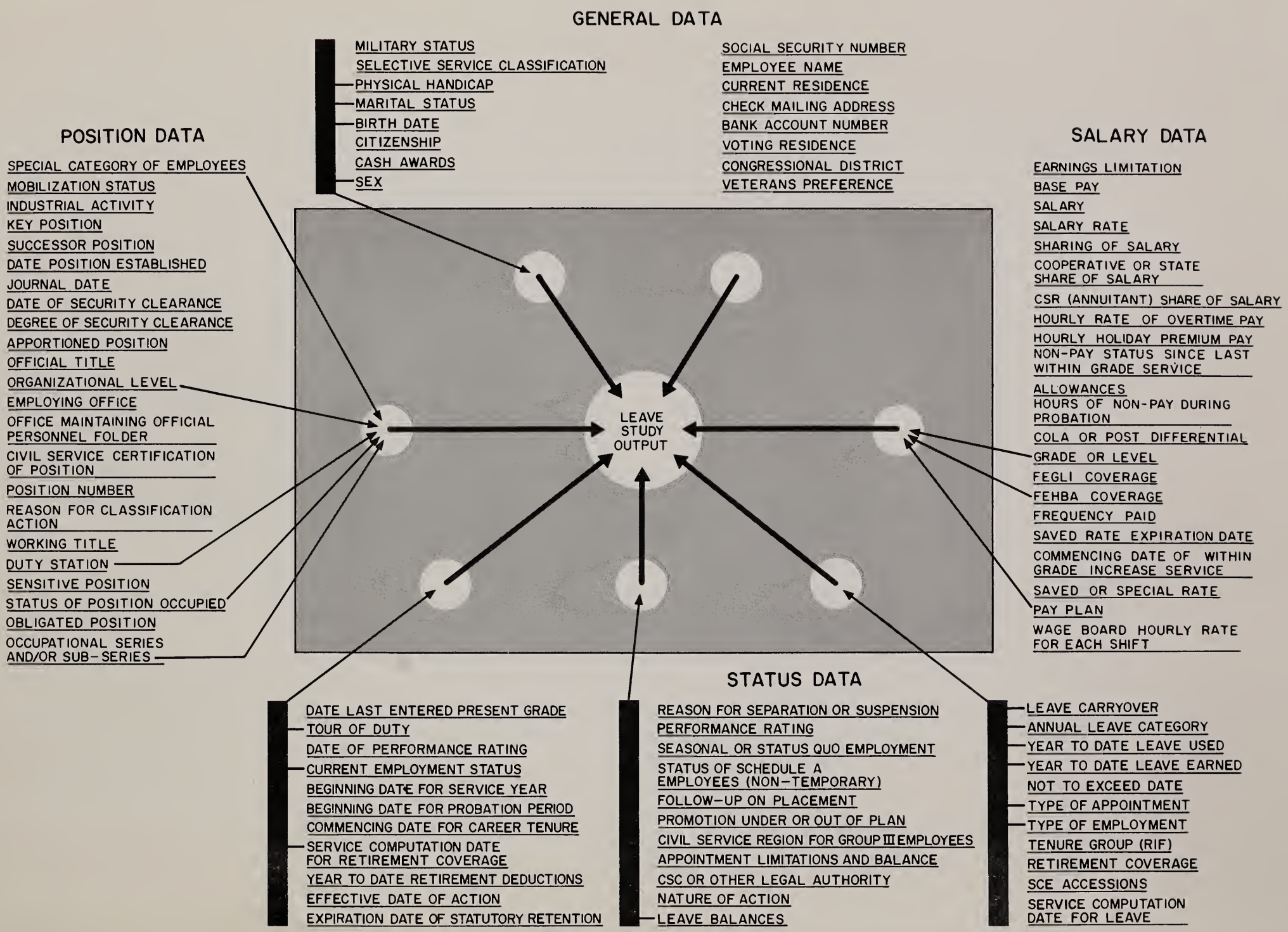

GENERAL DATA
MILITARY STATUS
SELECTIVE SERVICE CLASSIFICATION
PHYSICAL HANDICAP
MARITAL STATUS
BIRTH DATE
CITIZENSHIP
CASH AWARDS
SEX
SOCIAL SECURITY NUMBER
EMPLOYEE NAME
CURRENT RESIDENCE
CHECK MAILING ADDRESS
BANK ACCOUNT NUMBER
VOTING RESIDENCE
CONGRESSIONAL DISTRICT
VETERANS PREFERENCE
POSITION DATA
SPECIAL CATEGORY OF EMPLOYEES
MOBILIZATION STATUS
INDUSTRIAL ACTIVITY
KEY POSITION
SUCCESSOR POSITION
DATE POSITION ESTABLISHED
JOURNAL DATE
DATE OF SECURITY CLEARANCE
DEGREE OF SECURITY CLEARANCE
APPORTIONED POSITION
OFFICIAL TITLE
ORGANIZATIONAL LEVEL
EMPLOYING OFFICE
OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER
CIVIL SERVICE CERTIFICATION OF POSITION
POSITION NUMBER
REASON FOR CLASSIFICATION ACTION
WORKING TITLE
DUTY STATION
SENSITIVE POSITION
STATUS OF POSITION OCCUPIED
OBLIGATED POSITION
OCCUPATIONAL SERIES AND/OR SUB-SERIES
LEAVE STUDY OUTPUT
SALARY DATA
EARNINGS LIMITATION
BASE PAY
SALARY
SALARY RATE
SHARING OF SALARY
COOPERATIVE OR STATE SHARE OF SALARY
CSR (ANNUITANT) SHARE OF SALARY
HOURLY RATE OF OVERTIME PAY
HOURLY HOLIDAY PREMIUM PAY
NON-PAY STATUS SINCE LAST WITHIN GRADE SERVICE
ALLOWANCES
HOURS OF NON-PAY DURING PROBATION
COLA OR POST DIFFERENTIAL
GRADE OR LEVEL
FEGLI COVERAGE
FEHBA COVERAGE
FREQUENCY PAID
SAVED RATE EXPIRATION DATE
COMMENCING DATE OF WITHIN GRADE INCREASE SERVICE
SAVED OR SPECIAL RATE
PAY PLAN
WAGE BOARD HOURLY RATE FOR EACH SHIFT
STATUS DATA
DATE LAST ENTERED PRESENT GRADE
TOUR OF DUTY
DATE OF PERFORMANCE RATING
CURRENT EMPLOYMENT STATUS
BEGINNING DATE FOR SERVICE YEAR
BEGINNING DATE FOR PROBATION PERIOD
COMMENCING DATE FOR CAREER TENURE
SERVICE COMPUTATION DATE FOR RETIREMENT COVERAGE
YEAR TO DATE RETIREMENT DEDUCTIONS
EFFECTIVE DATE OF ACTION
EXPIRATION DATE OF STATUTORY RETENTION
REASON FOR SEPARATION OR SUSPENSION
PERFORMANCE RATING
SEASONAL OR STATUS QUO EMPLOYMENT
STATUS OF SCHEDULE A EMPLOYEES (NON-TEMPORARY)
FOLLOW-UP ON PLACEMENT
PROMOTION UNDER OR OUT OF PLAN
CIVIL SERVICE REGION FOR GROUP III EMPLOYEES
APPOINTMENT LIMITATIONS AND BALANCE
CSC OR OTHER LEGAL AUTHORITY
NATURE OF ACTION
LEAVE BALANCES
LEAVE CARRYOVER
ANNUAL LEAVE CATEGORY
YEAR TO DATE LEAVE USED
YEAR TO DATE LEAVE EARNED
NOT TO EXCEED DATE
TYPE OF APPOINTMENT
TYPE OF EMPLOYMENT
TENURE GROUP (RIF)
RETIREMENT COVERAGE
SCE ACCESSIONS
SERVICE COMPUTATION DATE FOR LEAVE

TABLE III

This Table, as does the previous one, singles out one rather large subject area and illustrates the wealth of information available through use of MODE. (NOTE that this Table is depicted in the same manner as TURNOVER ANALYSIS.

LEAVE--it affects all employees in any number of ways as it is a major determining factor in on-the-job productivity.

WHAT USE IS MADE OF LEAVE???

WHO USES MORE LEAVE, MALE OR FEMALE EMPLOYEES???

DOES AGE, POSITION OCCUPIED, OR GEOGRAPHIC LOCATION REFLECT ON THE AMOUNT OR TYPE OF LEAVE USED???

Those are only a few of the questions often asked in this area, but their answer and the answer to many others can now be captured by merely "Pushing the Proper Buttons." Now, let's investigate some of the studies to be derived therefrom using these items:

1. CORRELATION OF SICK LEAVE USED BY AGE, SEX, LENGTH OF SERVICE.

2. STUDY OF COMPENSATORY LEAVE BY ORGANIZATION LEVELS, OCCUPATION AND GRADE FOR USE IN STAFFING PATTERNS OR WORKLOAD ANALYSES.

3. RELATIONSHIP OF ANNUAL LEAVE USED IN EXTENDED PERIODS TO SICK LEAVE USE AND LEAVE BALANCES.

4. ANALYSIS OF EFFECT OF PLANNED VACATIONS ON HEALTH OF EMPLOYEES AND GENERAL PRODUCTIVITY.

Again, the above are only a few examples of the types of analyses or studies available through MODE. The field is almost limitless and can be adapted and planned for your particular needs.

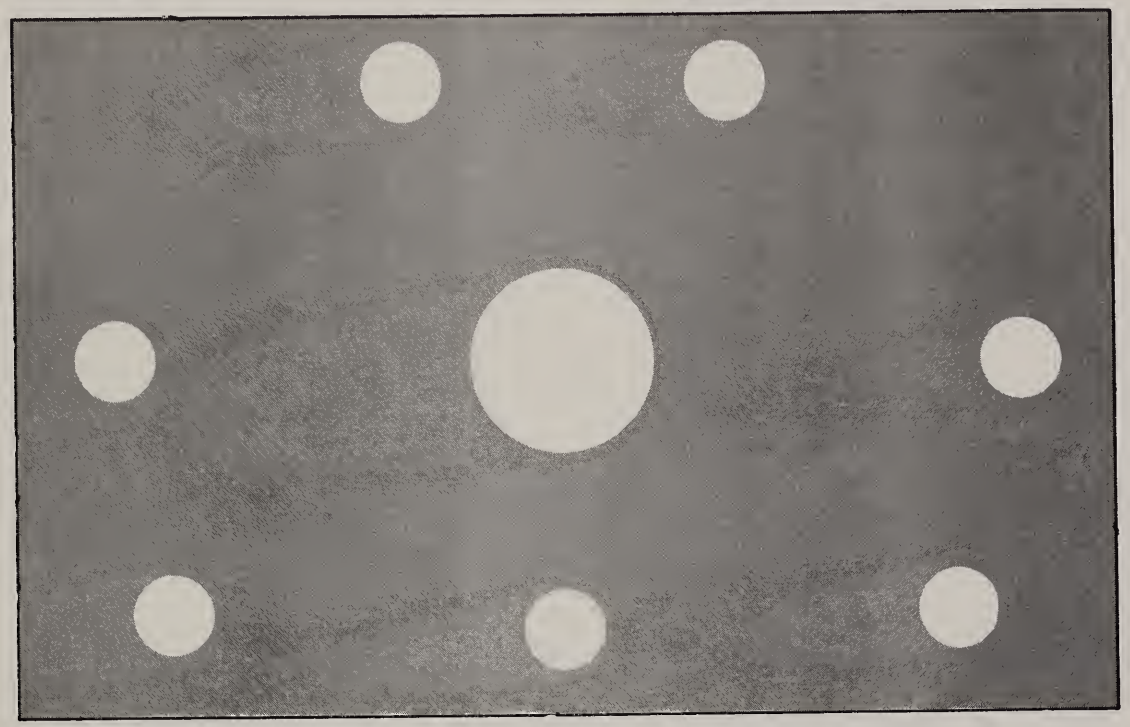
GENERAL DATA

MILITARY STATUS
SELECTIVE SERVICE CLASSIFICATION
PHYSICAL HANDICAP
MARITAL STATUS
BIRTH DATE
CITIZENSHIP
CASH AWARDS
SEX

SOCIAL SECURITY NUMBER
EMPLOYEE NAME
CURRENT RESIDENCE
CHECK MAILING ADDRESS
BANK ACCOUNT NUMBER
VOTING RESIDENCE
CONGRESSIONAL DISTRICT
VETERANS PREFERENCE

POSITION DATA

SPECIAL CATEGORY OF EMPLOYEES
MOBILIZATION STATUS
INDUSTRIAL ACTIVITY
KEY POSITION
SUCCESSOR POSITION
DATE POSITION ESTABLISHED
JOURNAL DATE
DATE OF SECURITY CLEARANCE
DEGREE OF SECURITY CLEARANCE
APPORTIONED POSITION
OFFICIAL TITLE
ORGANIZATIONAL LEVELS
EMPLOYING OFFICE
OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER
CIVIL SERVICE CERTIFICATION OF POSITION
POSITION NUMBER
REASON FOR CLASSIFICATION ACTION
WORKING TITLE
DUTY STATION
SENSITIVE POSITION
STATUS OF POSITION OCCUPIED
OBLIGATED POSITION
OCCUPATIONAL SERIES AND/OR SUB-SERIES



SALARY DATA

EARNINGS LIMITATION
BASE PAY
SALARY
SALARY RATE
SHARING OF SALARY
COOPERATIVE OR STATE SHARE OF SALARY
CSR (ANNUITANT) SHARE OF SALARY
HOURLY RATE OF OVERTIME PAY
HOURLY HOLIDAY PREMIUM PAY
NON-PAY STATUS SINCE LAST WITHIN GRADE SERVICE
ALLOWANCES
HOURS OF NON-PAY DURING PROBATION
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GRADE OR LEVEL
FEGLI COVERAGE
FEHBA COVERAGE
FREQUENCY PAID
SAVED RATE EXPIRATION DATE
COMMENCING DATE OF WITHIN GRADE INCREASE SERVICE
SAVED OR SPECIAL RATE
PAY PLAN
WAGE BOARD HOURLY RATE FOR EACH SHIFT

STATUS DATA

DATE LAST ENTERED PRESENT GRADE
TOUR OF DUTY
DATE OF PERFORMANCE RATING
CURRENT EMPLOYMENT STATUS
BEGINNING DATE FOR SERVICE YEAR
BEGINNING DATE FOR PROBATION PERIOD
COMMENCING DATE FOR CAREER TENURE
SERVICE COMPUTATION DATE FOR RETIREMENT COVERAGE
YEAR TO DATE RETIREMENT DEDUCTIONS
EFFECTIVE DATE OF ACTION
EXPIRATION DATE OF STATUTORY RETENTION

REASON FOR SEPARATION OR SUSPENSION
PERFORMANCE RATING
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STATUS OF SCHEDULE A EMPLOYEES (NON-TEMPORARY)
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CIVIL SERVICE REGION FOR GROUP III EMPLOYEES
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CSC OR OTHER LEGAL AUTHORITY
NATURE OF ACTION
LEAVE BALANCES

LEAVE CARRYOVER
ANNUAL LEAVE CATEGORY
YEAR TO DATE LEAVE USED
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NOT TO EXCEED DATE
TYPE OF APPOINTMENT
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TENURE GROUP (RIF)
RETIREMENT COVERAGE
SCE ACCESSIONS
SERVICE COMPUTATION DATE FOR LEAVE

WORKSHEET TABLES

The center block notations and arrows leading from the items contained in the four major groups have been deleted in the following three Tables.

THESE "BLANK" WORKSHEET TABLES HAVE BEEN PROVIDED TO ASSIST YOU IN PLANNING YOUR INDIVIDUAL REQUIREMENTS FROM MODE

....In other words, use these Worksheet Tables to:

DETERMINE THE TYPE OF STUDY, ANALYSES OR REPORT AVAILABLE FROM MODE

SEARCH THE PAYROLL INPUT ITEMS

PICK OUT THOSE ITEMS APPLICABLE AND DESIRABLE TO BE INCLUDED IN THE STUDY

THEN "PLOT YOUR STUDY" ON THE WORKSHEET

We hope that through the use of these tables, you will gain an overall picture of what full utilization of MODE can mean in the furthering of effective personnel management.

GENERAL DATA

MILITARY STATUS
SELECTIVE SERVICE CLASSIFICATION
PHYSICAL HANDICAP
MARITAL STATUS
BIRTH DATE
CITIZENSHIP
CASH AWARDS
SEX

SOCIAL SECURITY NUMBER
EMPLOYEE NAME
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POSITION DATA

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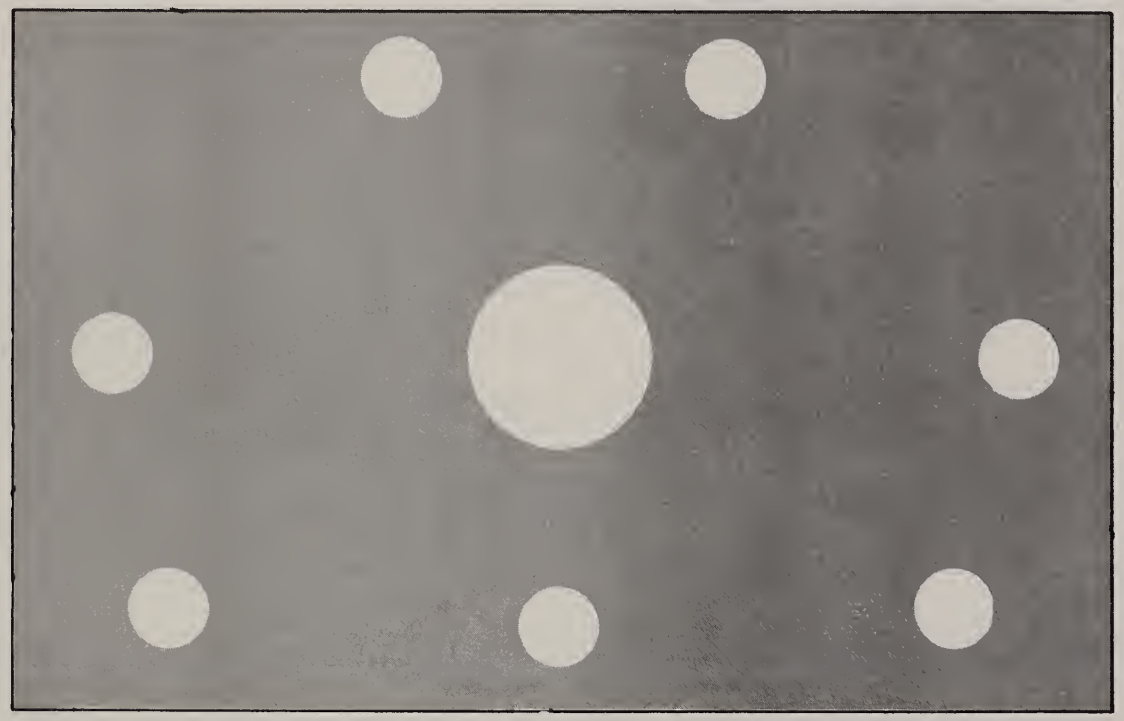

SALARY DATA

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FEGLI COVERAGE
FEHBA COVERAGE
FREQUENCY PAID
SAVED RATE EXPIRATION DATE
COMMENCING DATE OF WITHIN GRADE INCREASE SERVICE
SAVED OR SPECIAL RATE
PAY PLAN
WAGE BOARD HOURLY RATE FOR EACH SHIFT

STATUS DATA

DATE LAST ENTERED PRESENT GRADE
TOUR OF DUTY
DATE OF PERFORMANCE RATING
CURRENT EMPLOYMENT STATUS
BEGINNING DATE FOR SERVICE YEAR
BEGINNING DATE FOR PROBATION PERIOD
COMMENCING DATE FOR CAREER TENURE
SERVICE COMPUTATION DATE FOR RETIREMENT COVERAGE
YEAR TO DATE RETIREMENT DEDUCTIONS
EFFECTIVE DATE OF ACTION
EXPIRATION DATE OF STATUTORY RETENTION

REASON FOR SEPARATION OR SUSPENSION
PERFORMANCE RATING
SEASONAL OR STATUS QUO EMPLOYMENT
STATUS OF SCHEDULE A EMPLOYEES (NON-TEMPORARY)
FOLLOW-UP ON PLACEMENT
PROMOTION UNDER OR OUT OF PLAN
CIVIL SERVICE REGION FOR GROUP III EMPLOYEES
APPOINTMENT LIMITATIONS AND BALANCE
CSC OR OTHER LEGAL AUTHORITY
NATURE OF ACTION
LEAVE BALANCES

LEAVE CARRYOVER
ANNUAL LEAVE CATEGORY
YEAR TO DATE LEAVE USED
YEAR TO DATE LEAVE EARNED
NOT TO EXCEED DATE
TYPE OF APPOINTMENT
TYPE OF EMPLOYMENT
TENURE GROUP (RIF)
RETIREMENT COVERAGE
SCE ACCESSIONS
SERVICE COMPUTATION DATE FOR LEAVE

PAYROLL INPUT ITEMS

GENERAL DATA

MILITARY STATUS
Armed Forces Branch
- Air Force
- Army
- Coast Guard
- Marine Corps
- National Guard
- Navy

Reserve Status
- Ready Reserve
- Standby

SELECTIVE SERVICE CLASSIFICATIONS
- 1A-Available for Service
- 1AO-Conscientious Obj. available for noncombatent military service
- 10-Conscientious Obj. available for civilian work
- Any other classification

PHYSICAL HANDICAP
- Yes
- No

MARITAL STATUS
- Single
- Married

BIRTH DATE
- Day, Month, Year

CITIZENSHIP
- U. S. citizen by birth (includes Puerto Rico, U.S. and Virgin Islands)
- Alien
- Naturalized citizen
- Territorial citizen owing allegiance to U. S.
- Country of Orgin

CASH AWARDS
- Amount

SEX
- Male
- Female

SOCIAL SECURITY NUMBER

NAME OF EMPLOYEE
- Last name, First name, Middle name
- Title of Address (Miss-1;Mrs.-2;Mr.-3)

CURRENT RESIDENCE
- Street Address
- City
- State
- Country

CHECK MAILING ADDRESS
- Street Address
- City
- State
- Country

BANK ACCOUNT NUMBER

VOTING RESIDENCE
- State

CONGRESSIONAL DISTRICT

VETERANS PREFERENCE
- None
- 5 Point
- 10 Point Disability
- 10 Point Compensable
- 10 Point Other

SALARY DATA

EARNINGS LIMITATIONS
- Not subject to earnings limitations

BASE PAY
- Regular
- Compensatory (hours)
  - Base Rate
  - Premium Rate
- Standby
- Night Differential
  - Overtime with night differential
- Differential in Lieu of Overtime

SALARY
- Basic Salary
  - (Cooperative employee or annuitant total basic rate include annuity or other share; Wage Board shows first shift rate for position and grade; WOC left blank)

SALARY DATA (Cont'd.)

SALARY RATE
- Per Annum
- Per Hour
- Per Day (paid per hour)
- Per Day (paid per day)
- Per Unit (fee basis, piecemeal)
- No Compensation

SHARING OF SALARY
- None
- Cooperative - State
- Cooperative - Other
- Annuitant
- Annuitant and State
- Annuitant and Other

COOPERATIVE OR STATE SHARE OF SALARY
(Part or all of salary paid directly by cooperator or State--monetary amount, i.e., per annum, per hour, etc.)

CSR (ANNUITANT) SHARE OR SALARY
Amount received from CSR

HOURLY RATE OF OVERTIME PAY
(Amount)

HOURLY HOLIDAY PREMIUM PAY

NON-PAY STATUS SINCE LAST WITHIN GRADE INCREASE
Hours of LWOP and/or AWOP

ALLOWANCES
- Number of Allowances
- Hazardous Duty (rate per hour)
- Horse Allowance (rate per day)
- Tool Allowance (rate per hour)
- Quarters Allowance (amount per pay period)
- Travel Allowance
  - Amount per unit
  - Rate
    - Per hour
    - per day
    - per pay period

HOURS OF NON-PAY DURING PROBATION
Hours of LWOP and/or AWOP

COLA OR POST DIFFERENTIAL
- None
- Cost of Living Allowance
- Post Differential
- Cola and Post Differential

GRADE OR LEVEL
- Grade
- Step in Grade
- Saved rate step
- Special rate above maximum step
- Increased Minimum rate

FEGLI COVERAGE
- Covered
- Ineligible
- Waived
  - (Actual amount shown for Wage Board and piecemeal basis employees)

FEHBA COVERAGE
- Undetermined
- Enrolled
- Ineligible
- Waived
- Carrier Code (Number)
- Option Code

FREQUENCY PAID
(Periodic basis other than two weeks)
- Paid each four weeks
- Paid semimonthly
- Paid monthly
- Without compensation

SAVED RATE EXPIRATION DATE
- Day, Month, Year
- No Expiration Date

COMMENCING DATE OF WITHIN GRADE INCREASE SERVICE
- Day, Month, Year
- Ineligible or above maximun rate

SAVED OR SPECIAL RATE
- None
- Saved Rate
- Special Rate
- Increased Minimum Rate

SALARY DATA (Cont'd.)

PAY PLAN
- Classification Act
- Grades Similar to GS
- Leader Pay Schedules
- Supervisory Pay Schedules
- Printing and Lithog. Pay Schedule
- All Other Wage Boards
- Administratively Determined
- Experts and Cons. (PL 600 type)
- Executive Pay Act
- Foreign Local
- Agency for International Development
- Scientific and Technical (PL 313 type)
- Custodial Pay Schedules
- Maritime Pay Schedules

WAGE BOARD HOURLY RATE FOR EACH SHIFT
- Full hourly rate
- First Shift
- Second Shift
- Third Shift
- Varied Shift

STATUS DATA

DATE LAST ENTERED PRESENT GRADE
- Day, Month, Year

TOUR OF DUTY
- (Other than 80 hours of intermittent)
- Number Hours Per Pay Period Scheduled

DATE OF PERFORMANCE RATING
- Day, Month, Year

CURRENT EMPLOYMENT STATUS
- Active Duty Status
- Paid Leave Status (by types)
- Non-Pay Status (by types)

BEGINNING DATE FOR SERVICE YEAR
- Days, Hours, Months

BEGINNING DATE FOR PROBATION PERIOD
- Day, Month, Year

COMMENCING DATE FOR CAREER TENURE
- (Beginning date of employee's creditable service)
- Day, Month, Year

SERVICE COMPUTATION DATE FOR RETIREMENT COVERAGE
- Day, Month, Year

YEAR TO DATE RETIREMENT DEDUCTIONS
- Amount

EFFECTIVE DATE OF ACTION
- Day, Month, Year

EXPIRATION DATE OF STATUTORY RETENTION
- Day, Month, Year

REASON FOR SEPARATION OR SUSPENSION
- (See MODE Personnel Handbook for complete listing)

PERFORMANCE RATING
- All Others
- Outstanding

SEASONAL OR STATUS QUO EMPLOYMENT
- Seasonal, first season
- Seasonal, Second or subsequent Season
- Status Quo
- Status Quo and Seasonal, First Season
- Status Quo and Seasonal, Second or Subsequent

STATUS OF SCHEDULE A EMPLOYEES (NON-TEMPORARY)
- No
- Yes

FOLLOW-UP ON PLACEMENT
- Notification Not Requested
- Notification Requested

PROMOTION UNDER OR OUT OF PLAN
- Exempt
- Applies

CIVIL SERVICE REGION FOR GROUP III EMPLOYEES IN COMPETITIVE POSITIONS
- (11 Regions coded)

STATUS DATA

APPOINTMENT LIMITATIONS AND BALANCE
- No limitations or NTE date only
- NTE date and other limitations
- Continuing appt. with limitations
- Monetary limitations (amount)
- Hours Limitation
- Days Limitation
- Money remaining to be used
- Hours remaining to be used
- Days remaining to be used

CSC OR OTHER LEGAL AUTHORITY
- Schedule A-213.302
- Schedule A-213.313
- Schedule C-213.513
- CSC Regulations
- CSC Rules
- CSC Letter
- CSC Certificate
- 5 US Code
- 7 US Code
- Executive Order
- Public Law
- Secretary's Memo
- Agency Directive
- SF-59
- Recruiting Authority or other agency Agreement
  - Executive Development
  - Training
  - Special Recruiting in Shortage Categories
  - Special Recruiting, Critical Occupations
  - Special Recruiting, few-of-a-kind position
- Statutes
- Acts - Popular Name
- Wage Board Notices
- 303 TAPER Authority
- Other

NATURE OF ACTION
(See RI of Federal Personnel Manual)

LEAVE BALANCES
- Annual
- Sick
- Compensatory

LEAVE CARRYOVER (HOURS)
- Annual
- Sick

ANNUAL LEAVE CATEGORY
- Does Not Earn Leave
- Serving 90-Day Qualifying Period
- Four Hours
- Six Hours
- Eight Hours

YEAR TO DATE LEAVE USED (HOURS)
- Advanced Sick
- Advanced Annual
- Administrative
- Compensatory
- Annual
- Sick
- LWOP
- AWOP
- Military Leave

YEAR TO DATE LEAVE EARNED (HOURS)
- Annual
- Sick
- Compensatory

NOT TO EXCEED DATE OF APPOINTMENT
- Day, Month, Year

TYPE OF APPOINTMENT
- Competitive Career
- Competitive Career Conditional
- Competitive Taper
- Competitive Temporary Indefinite
- Competitive Temporary Limited
- Competitive Emergency (Temp.)
- Excepted Temp. Limited
- Excepted Permanent
- Excepted Conditional
- Excepted Indefinite

TYPE OF EMPLOYMENT
- Full-Time
- Part-Time
- Intermittent
- Fee Basis
- First 40

TENURE GROUP (RIF)
- No retention group
- Group I
- Group II
- Group III

STATUS DATA (Cont'd.)

RETIREMENT COVERAGE
- Civil Service
- FICA
- Foreign Service
- None
- Other

SCE ACCESSIONS
- No
- Yes

SERVICE COMPUTATION DATE FOR LEAVE
- Day, Month, Year

POSITION DATA

SPECIAL CATEGORY OF EMPLOYEE
- Not applicable
- 401(1) (Pay Act of 1945) emp. with scheduled base and standby hours
- 401(1) (Pay Act of 1945) emp. with scheduled mixed base and standby hours
- 401(2) (Pay Act of 1945) emp. with irregular unscheduled overtime duty
- County Committeemen (FHA)
- Presidential appointments
- Crop Insurance Fieldman (FCIC voucher employees)
- Experts and Consultants
- AMS Grain Inspectors
- Forest Service WAE Regular
- Forest Service WAE with differential

MOBILIZATION STATUS
- Not classified location
- Repoint
- Regional Deployment
- State Deployment
- County Deployment

INDUSTRIAL ACTIVITY
- Planning and admin. res. and dev.
- Planning and admin. res. and dev. in res. labs.
- Conduct of res. and dev.
- Conduct of res. and dev. in res. labs.
- Planning and admin. res. and dev. in atomic energy
- Planning and admin. res. and dev. in atomic energy field in res. labs.
- Conduct of res. and dev. in atomic energy
- Conduct of res. and dev. in atomic energy field in res. labs.
- Working in repair shops
- Working in central dup. plant

KEY POSITION
- No
- Yes

SUCCESSOR POSITION
- No
- Yes

DATE POSITION ESTABLISHED
- Day, Month, Year

JOURNAL DATE
- Day, Month, Year

DATE OF SECURITY CLEARANCE
- Day, Month, Year

DEGREE OF SECURITY CLEARANCE
- Not applicable
- Top Secret
- Secret
- Confidential
- AEC Clearance
- Agency Special Clearance
- Other

APPORTIONED POSITION
- Not apportioned
- Proved
- Waived
- State

OFFICIAL TITLE

ORGANIZATIONAL LEVELS
- Agency, Division, Branch, Section

EMPLOYING OFFICE (By name and assigned code)
- Agency

OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER
- Office, City, State

CIVIL SERVICE CERTIFICATION OF POSITION
- Number of position
- Date position certified (Day, Month, Year)
- Date Received from CSC (Day, Month, Year)

POSITION DATA (Cont'd.)

POSITION NUMBER
- Position Number
- Additional Identical
- Standard Job

REASON FOR CLASSIFICATION ACTION
- Establishing New Position
- Revising Existing Position
- Establishing New Position in lieu of Existing Position

WORKING TITLE

DUTY STATION
- City, State (or Continent), County (or Country)

SENSITIVE POSITION
- Not sensitive (No)
- Sensitive (Yes)

STATUS OF POSITION OCCUPIED
- Competitive Service
- Excepted Service

OBLIGATED POSITION
- Will not occupy obligated position
- Will occupy obligated position

OCCUPATIONAL SERIES
- Class series